

2011 EEO Plan

ORIENTATION

State Capitol Executive Tower
2nd Floor Conference Room
Wednesday, December 15th, 2010
9:00 AM to 11:00 AM

Welcome and Introduction

2

- EEO Plan Introduction
- Non-Discrimination Policy
- EEO4 Report
- Hiring Summary
- Workforce Analysis
- Barrier Analysis
- Strategic Plan

Overview

3

- EEO – Compliance with relevant laws and regulations

Vocabulary

4

- Committed to a work Environment in which all individuals are treated with respect and dignity
- Each individual has the right to work in a professional atmosphere that promotes equal opportunity and prohibits discriminatory practices, including harassment

Non-Discrimination Policy

5

- Retaliation is prohibited
- Definitions of harassment
- Individuals and Conduct Covered
- Reporting an incident of Harassment, Discrimination or Retaliation
- Complaint Procedures
- Conclusion

Non-Discrimination Policy

6

- Role of the EEO Administrator
 - Serves as the initial point of contact for the Governor's Office of Equal Opportunity
 - Ensure Agency Compliance
 - Resolve any employment discrimination complaints
 - Attend courses regarding EEO issues
 - Receive and distribute training notices provided by the GOEO
 - Attend courses to become a trained mediator
 - Produce and submit the annual EEO plan
 - Respond to inquiries regarding workforce development

Non-Discrimination Policy

7

EEO-4 Report

SAMPLE ONLY

REV. EEO-4 1995

STATE OF ARIZONA
STATE AND LOCAL GOVERNMENT INFORMATION
2010 EEO-4 REPORTSTATE OF ARIZONA
DEPARTMENT OF ADMINISTRATION
DEPARTMENT OF ADMINISTRATION
PHOENIX AZ 85007

CONTROL NUMBER 1

FUNCTIONS: 01 00 00 00 00 00 00 00 00 00 00 00 00 00 00 00

Column Descriptions: A = Total, B and G = White, C and H = Black/African
D and I = Hispanic, E and J = Asian/Pacific Islander, F and K = American Indian

1. FULL-TIME EMPLOYEES

JOB CATEGORY	SALARIES	TOTAL A	***** MALE *****			***** FEMALE *****			*****		
			B	C	D	E	F	G	H	I	J
OFFICIAL/ADM 01	.1- 15.9	0	0	0	0	0	0	0	0	0	0
02	16.0- 19.9	0	0	0	0	0	0	0	0	0	0
03	20.0- 24.9	0	0	0	0	0	0	0	0	0	0
04	25.0- 32.9	0	0	0	0	0	0	0	0	0	0
05	33.0- 42.9	1	0	0	1	0	0	0	0	0	0
06	43.0- 54.9	2	1	0	0	0	0	1	0	0	0
07	55.0- 69.9	19	5	1	1	1	0	9	1	1	0
08	70.0 PLUS	51	24	0	3	1	0	19	0	2	0
Totals by Category		73	30	1	5	2	0	29	1	3	2
By Male		38									
By Female		35									

EEO-4 Report

8

EEO-4 Report

SAMPLE ONLY

AGENCY HIRING SUMMARY
AD - DEPARTMENT OF ADMINISTRATION

Number of employees hired during 2010	4
White	2
Asian/Pacific Islander	0
African American/Black	0
Hispanic	1
American Indian/Alaskan Native	0
Unspecified	1
Female	3
Male	1
Individuals with Disability	0
Age 40 and above	3
Veteran	0
Veterans with Disability	0
Covered Employee (Merit system)	1
Uncovered Employee (FTE)	3

Hiring Summary

9

EEO-4 Report

SAMPLE ONLY

XP391 EEO-4 Exception Report - 15 Employees Not Included

Date 11/30/10
Time 09:23

Company 1 STATE OF ARIZONA

Employee	Name	Reason for exclusion
		UNSP ethnicity not in include list
		UNSP ethnicity not in include list
		UNSP ethnicity not in include list
		UNSP ethnicity not in include list
		UNSP ethnicity not in include list
		UNSP ethnicity not in include list
		PIWT ethnicity not in include list
		HISW ethnicity not in include list
		PACF ethnicity not in include list
		HSAS ethnicity not in include list
		HSAT ethnicity not in include list
		UNSP ethnicity not in include list
		PACF ethnicity not in include list
		UNSP ethnicity not in include list
		UNSP ethnicity not in include list

EEO4 Report

10

EEO-4 Report

SAMPLE ONLY

DEPARTMENT OF ADMINISTRATION Workforce Analysis Review of Calendar Year 2010 Utilization of Asian Americans and									
Occupational Categories	Total Employees	Males	Females	Total	Total Percent	CLF%	Parity	Utilization	Parity Goal
OFFICIAL/ADM	515	2	2	4	.7%	2.2%	11	BELOW	7
PROFESSIONALS	515	4	9	13	2.5%	2.2%	11	PARITY	0
TECHNICIANS	515	0	0	0	0.0%	2.2%	11	BELOW	11
PROTECT/SRVCS	515	0	0	0	0.0%	2.2%	11	BELOW	11
PARA-PROF	515	0	0	0	0.0%	2.2%	11	BELOW	11
ADMIN SUPPORT	515	1	0	1	.1%	2.2%	11	BELOW	10
SKILLED CRAFT	515	2	1	3	.5%	2.2%	11	BELOW	8
SERV/MAINT	515	0	0	0	0.0%	2.2%	11	BELOW	11
Tot Agency Emp	515	9	12	21					

Workforce Analysis

11

 Arizona Department of _____
 2011 EEO Plan
 BARRIER ANALYSIS

SAMPLE ONLY

List each job category within the protected group that did not meet parity. Identify possible barriers the agency may have experienced in recruiting and retaining diverse applicants.

The HRIS EEO-4 includes an Exception Report that provides detailed information on employees who were excluded from the survey for various reasons. Please identify how many employees were listed on the exclusions report _____.

Protected Group/Job Category	Barriers

Barrier Analysis

12

- What types of employment discrimination complaints were processed by the agency?
- How many of each type?

EEO Complaints Report

13

COMPLAINT TYPE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	AUG	SEP	OCT	NOV	DEC
Age														
Color														
Disability														
Equal Pay														
Harassment														
Hostile Work Environment														
National Origin														
Other														
Pregnancy														
Race														
Religion														
Retaliation														
Sex														
Sexual Orientation														
Unfair Hiring														
Unlawful Term														
Internal Complaint														
EEOC Charge Notice														

EEO Complaints Report

14

Identify SMART goals

- Specific
- Measurable
- Attainable
- Results Oriented
- Time Bound

"All managers and supervisors will complete the 2-hour ADA update training in FY2011 and will receive information about the recent changes to ADA laws as it impacts their role as supervisors."

Strategic Plan

15

HRIS distribution scheduled for:
Monday, January 24th, 2011

Deadline for Submittal:
Monday, February 21st, 2011

Key Dates

16

- Review Non-Discrimination Policy
- Consider recruitment and retention barriers
- Identify SMART goals for the agency
- Begin to collect historical information on EEO complaints processed

Preparation

17

Cover Letter to the Governor _____

Non-Discrimination Policy _____

- Contact information for the designated agency Equal Employment Opportunity Administrator.
- Location where this policy is accessible to employees (website address and physical locations)

Hiring Summary _____

Workforce Analysis Chart _____

Barrier Analysis _____

- Number of employees excluded as per the EEO4 Exceptions Report

Strategic Action Plan _____

- Collaborate with agency recruiters to develop an optimal strategic plan to attract and retain diverse applicants.
- Include full contact information for internal staff members responsible for recruitment efforts within the agency.
- A semi-annual follow up is planned to evaluate the results produced.

EEO Complaint Report _____

- Type and number of EEO Complaints processed

Checklist

18

Jennifer Bowling
HRIS Customer Service Manager
Phone: 602.542.7464
Email: Jennifer.Bowling@azdoa.gov

Governor's Office of Equal Opportunity
Phone: 602.542.3711
Email: EqualOpportunity@az.gov

Contact Information

19